

# *Cuyahoga Valley National Park Volunteer Program*

## *Building a Community of Park Stewards*



## **Conservancy for Cuyahoga Valley National Park**

### **Internship Opportunity**

<b>Position Title:</b>	<b>Volunteer Services Intern</b>
<b>Dates of Internship:</b>	Mid May through Mid August. Start and end date flexible
<b>Hours:</b>	40 hours/week. Flexible scheduling; some evenings, holidays, and weekends required.
<b>Location:</b>	Volunteer Management Office - 1571 Boston Mills Rd., Peninsula, OH 44264
<b>Duties:</b>	Assist with planning, implementation, and leading of large-scale Day of Service events, corporation/community organization volunteer events and Drop-In Habitat Restoration programs including: managing registration, advance communications, and follow up communications. Update volunteer management paperwork. Assist with the implementation of a new online volunteer management system and assist with data collection, entry, and report analysis. The position has a mix of office and in the field opportunities.
<b>Skills Required:</b>	Collaboration, customer-oriented, attention to detail, strong written and oral communication, problem-solving, and word processing. Experience in volunteer management, project management, customer services, or park and recreation is preferred. Ability to work in a team environment as well as operate independently. Data management experience a plus.
<b>Requirements:</b>	Applicants must complete a National Park Service Volunteer-in-Parks Agreement and may be subject to a background investigation. U.S. citizenship, valid driver's license, and reliable transportation required. Local candidates only.  The Volunteer Management Office seeks to create a work environment and organizational culture that reflect the society and community in which it is located. The Volunteer Management Office encourages applications from members of all ethnic groups.
<b>Salary/Benefits:</b>	\$215/week stipend. Student may obtain internship credit with university upon approval of academic advisor. Interns are eligible for injury compensation and tort claims the same as federal employees and are considered to be federal employees for those purposes only.
<b>Outcomes:</b>	Gain experience in working with volunteers and engaging diverse audiences. Learn and practice volunteer management best practices. Develop project management skills. Attend volunteer management and interpretation classes and meetings. Learn the most commonly used nonprofit software database, Raisers Edge. Experience working in a urban national park, alongside National Park Service and park partner staff.
<b>How to Apply:</b>	Send résumé and cover letter to <a href="mailto:apply@forcvnp.org">apply@forcvnp.org</a> with the position title as subject line.

